

POLICE OFFICER

DEFINITION

To perform law enforcement and crime prevention work; control traffic flow; enforce state and local traffic regulations; perform investigative work; participate in and provide support and assistance to special departmental programs.

EQUIPMENT, METHODS AND GUIDELINES

Operates computer-aided dispatch (CAD) telecommunications system such as radio, telephone computer and other electronic equipment. Uses Federal, State and local laws, policies, procedures and practices.

WORKING CONDITIONS

Predominantly outside work. Willingness and ability to work rotating shifts (including nights), weekends, holidays and overtime as required.

PHYSICAL DEMANDS

No serious color vision deficiency. Have vision of not less than: 20/100 in each eye correctable to 20/30. Normal hearing in both ears without correction. Be free of disabling physical conditions or diseases which interfere with performance of police work. Have weight in proportion to height. Be emotionally stable and mature. Possess strength and physical ability necessary to perform duties of police officer.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant. Technical or functional supervision may be provided by higher level police personnel.

Assignments may require direct or indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Provide protection to life and property; enforce laws and ordinances; maintain order and assist the public as needed.

Prepare detailed and comprehensive reports.

Perform duties related to all areas of special assignment.

Special Assignment: Patrol and Traffic Safety

As a Patrol Officer, to patrol City in radio-equipped car or on foot; answer calls for the protection of life and property, and the enforcement of City, County, and State laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, vehicle accidents, death, and other criminal incidents.

As Motor Officer, to patrol the City on a motorcycle or in a radar-equipped patrol unit; respond to calls related to traffic incidents and any other required emergencies; observe, monitor and control routine and unusual traffic conditions; assist and advise motorist and enforce traffic safety laws.

Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Prepare reports of arrests made, activities performed, and unusual incidents observed.

Stop drivers who are operating vehicles in violation of laws; warn drivers against unlawful practices; issue citations and make arrests as necessary.

EXAMPLES OF DUTIES

Check buildings for physical security.

Search, fingerprint and transport prisoners.

Direct traffic at fires, special events, and other emergency or congested situations.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

Assist in the performance of special investigative and crime prevention duties as required.

Transport prisoners to court; serve warrants and subpoenas; retrieve and request information involving arrests and subpoenas; receive and process bail payments; file complaints and perform other work related to the processing of misdemeanor and felony complaints.

Administer first aid as necessary.

Special Assignment: Police Specialist/Corporal

Assist the field sergeant with supervisory duties and administrative functions.

Serve as field officer including; training of new officers; instructing new officers in report writing procedures; familiarize new officers with physical layout of the City.

Compose press releases as required.

Perform the duties of acting sergeant as necessary.

Special Assignment: Youth Services/Crime Prevention Officer

Provide presentations for a variety of public groups to promote crime prevention activities and to enhance public understanding of police department activities.

Provide counseling service for juveniles and parents.

Develop programs dealing with juvenile control and delinquency prevention.

Assist patrol and detective divisions with case dispositions involving juveniles.

Develop programs relating to crime prevention and assist and educate residents and community groups in protecting their property and personal safety.

Special Assignment: Investigator

Coordinate and conduct complete and detailed investigations of crimes involving juveniles and adults, crimes against persons and property, and crimes involving vice, gaming, and narcotics violations.

Participate in all normal enforcement activities including enforcing local and state laws, issuing citations, making arrests, administering first aid, and transporting prisoners.

Perform undercover and surveillance activities.

Prepare investigative reports and case information. Provide evidence and testimony in court.

Answer questions from the public concerning local and state laws, procedures, and activities of the Department.

Interview victims, complainants, witnesses, and suspect.

Collect, preserve and maintain evidence and property found that is involved in suspected crimes.

Serve warrants and subpoenas.

Develop and maintain good relationships with the public, including informants and contacts which may be helpful in criminal investigations.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques.

Criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies.

Rules of evidence pertaining to search and seizure.

Preservation of evidence in traffic and criminal cases.

Offensive and defensive weapons nomenclature and theory.

Self defense tactics.

Interviewing and interrogation techniques.

Ability to

Observe accurately and remember faces, numbers, incidents, and places.

Use and care for firearms.

Think and act quickly in emergencies, and judge situations and people accurately.

Learn, understand, and interpret laws and regulations.

Prepare accurate and grammatically correct written reports.

Learn standard broadcasting procedures of a police radio system.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Understand and carry out oral and written directions.

Meet the physical requirements established by the Department.

Meet the requirements for police officer contained in the California State Government Code.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Previous experience in law enforcement is desirable.

Education

Equivalent to the completion of the twelfth grade with 60 supplemental college level units in a related field. Successful completion of the basic police officer academy training program.

LICENSE OR CERTIFICATE

Possession of a P.O.S.T. Basic Certificate.

Possession, or ability to obtain, an appropriate California driver's license.